

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

Attention: Scheduling S	ection. 871117-61		
FOR AGENCY USE	1. Agency Address	FOR RECORDS	MANAGEMENT USE
Application Date	Office of Commissioner of Insurance State Fire Marshal's Office	Application Number	73-139-A
Application Number	Manufactured Housing Division Floyd Bldg., W. Tower, Room 620 No. 2 MLK Dr., Atlanta, GA 30334	NOV 17 1987	Dete Completed MAY - 5 1989
2. Person to Contact	Working Title		Telephone Number
Ronald Sumner	Administrator		656-2064
3. Action Requested			
a. 🗀 Establish Retention S	Schedule; record will continue to accumulate.		
b. Dispose of present ac	cumulation; no further accumulation anticipated.		
	lo73-139-A Check One: ☐ Change; ☐ Supe		
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; i	f different)	
1968 Present	Certificate of Compliance Files		
5. Division and Office Function		in which this record ser	ies is created?
manufactured home de monitor out of state submitted by manufac	offered for sale in Georgia. To licens alers and manufacturers in the State of manufacturers. Reviews all plans and s tured home manufacturers. Assists plant	Georgia. To inspecifications and	pect and d test data rrecting
to manufactured home	es that violate the Fire Safety Laws. Is manufacturers. Monitors manufactured h nufactured home manufacturers and dealer	sues Code Certifi nome complaints m	ication Decals
to manufactured home	manufacturers. Monitors manufactured h	sues Code Certif nome complaints ma 's.	ication Decals ade by
to manufactured home consumers against ma 7. Record Series Description Documents relating to:	This file contains the following documents (include form Attach samples of the file. Maintaining copies of Certificate of Co Regulations, required to be submitted to Factory Manufactured Movable Homes Act.	sues Code Certificome complaints managements of a complaint of a compliance with the c	ication Decals ade by <i>ny):</i> e Federal under the
to manufactured home consumers against ma 7. Record Series Description	This file contains the following documents (include form Attach samples of the file. Maintaining copies of Certificate of Co	sues Code Certification complaints manufacturers of appliances, the is not a Standard	ication Decals ade by ny/: e Federal under the he structural d form number
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to manufactured home consumers against ma 7. Record Series Description Documents relating to: Included are: 8. Monthly Reference Rate One to six months old	This file contains the following documents (include form Attach samples of the file. Maintaining copies of Certificate of Corner Regulations, required to be submitted to Factory Manufactured Movable Homes Act. This form is used to indicate the type design and various information. There due to the fact that some manufacturers due to the fact that some manufacturers. How often are records referred to which are: Ce	n numbers and titles, if a some compliance with the sy manufacturers is not a Standard use different for use different for twenty-four month	ication Decals ade by my/: e Federal under the he structural d form number orms.

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h. 20			ential information	requiring se	curity handling?	If yes, cite law	or regulation	n.
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			or long term rese	arch value?			(11 -
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			a computer print					. A
11. Retention Req	uirements	The	e following require	es the series	to be kept:			-
a. State Law		0	years.	d.	Audit period	-	0	years.
b. Statute of I		0	years.	_	Administrative nee		<u> </u>	years.
c. Federal law	V	30	years.	f.	Federal retention i	nstructions .	U	years.
paragraph	3282.362 of a manu	(ii)(d), a factured he	attached. T	he permar	d. nd Enforcemen nent record f nanufactured	ile shall	be avail-	able during
12. Approved Disp	position Instru	uctions Thi	s agency recomm	ends that the	file series be cut o	off at the end o	of each:	
			Calendar Year; 🗆	Fiscal Year	; KO Other Cut_0		and	then,
☐ Transfer to ☐ Transfer to ☐ Destroy.	local holding State Record State Archiv	area, hold	month(s)year(s);30yea nt retention.	; then	Decenis); then			•
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Agency Head/Design	gnee (Signati	ure)	Date	Records M	anagement Officer	(Signature)		Date
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871117-6	51			C+-	te Records Commi	ittee (Cinnete	rol	Date
Recommendations	in para-	<u></u>		/ @		COO SIGNALU		Date
graph 12 are appro-	4	State Audi	tor/Designee	N	Secu			5-4-89
of explanation.)		Secretary of	State/Designee	Edwar	of Weldon			8/3/89
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OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

876211-63 INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. f FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Office of Commissioner of Insurance Application Date Application Number State Fire Marshal's Office Manufactured Housing Division Floyd Bldg., W. Tower, Room 620 Date Received Date Completed Application Number No. MLK Dř., Atlanta, GA 30334 FEB 1 1 1987 MAR - 3 1987 2. Person to Contact **Working Title** Telephone Number 656-2064 Administrator Ronald Sumner 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. M Amend Application No. 73-139-A Check One: Change; M Supercede; Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest Present | Certificate of Compliance Files 1968 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? To administer The Uniform Standards Code for Factory Manufactured Movable Homes Act. inspect and supervise the construction of manufactured homes that are manufactured in and out of state and are offered for sale in Georgia. To license, inspect and monitor the manufactured home dealers and manufacturers in the State of Georgia. To inspect and monitor out-of-state manufacturers. Reviews all plans and specifications and test data submitted by manufactured home manufacturers. Assists plant personnel in correcting production procedures that violate the Fire Safety Laws. Issues Code Certification Decals manufactured home manufacturers. Monitors manufactured home complaints made by consumers against manufactured home manufacturers and dealers. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Certificate of Compliance with the Federal Regulations, required to Documents relating to: be submitted by manufacturers under the Factory Manufactured Maintaining copies of Movable Homes Act. This form is used to indicate the type of appliances, the structural Included are: design and various information. There is not a Standard form number due to the fact that some manufacturers use different forms. Alphabetically by manufacturer. File is arranged: How often are records referred to which are: 8. Monthly Reference Rate One to six months old Twice; Seven to twelve months old Twice; Thirteen to twenty-four months old Zero; twenty-five months and older Zero ? 9. Annual Rate of Accumulation of Records

Letter-size drawers _____

__; Legal-size drawers .

¹√2a -

; Shelves ____; Other (specify) _

X If not, where i	s it?		
b. Does the series		ion requiring security handling? If yes, cite law or	
X c. Is this a vital r	secret?		
X d. Does this serie	s have historical or long term re	esearch value?	The second secon
e. When one or t	wo documents in the file make	it necessary to keep the entire file for a long period	l, could these
X documents be	scheduled separately?		
		r published? If yes, attach copy.	
	CON CONTAINED IN THIS SERIES EVE	r analyzed and/or recorded in a summarized report	
h. Is there a dupl	ication of this series in your off	fice, or in another office or agency?	
X If yes, where?			
		ly microfilmed?	
11. Retention Requirements	· · · · · · · · · · · · · · · · · · ·	uires the series to be kept:	
·	•		0
a. State Law b. Statute of limitation	0years.	d. Audit period	
c. Federal law	0 years. 30 years.	e. Administrative need f. Federal retention instructions	
, 1 000181 1944	, you s	i, i ederal (etantion mati detions	, years,
Attach copy or excerpt of	laws or regulations. Explain adr	ministrative need.	
Federal Register,	Manufactured Home Pro	ocedural and Enforcement Regulation	
		The permanent record file shall be	
the life of a manual 30 years.	ifactured nome. The i	life of a manufactured home has been	i established at
	a. Talahan salahan salaha Talahan salahan salah		
12. Approved Disposition Inst	•	imends that the file series be cut off at the end of each	·
·	□ Calendar Year;	☐ Fiscal Year; ★ Other <u>Cut off each Jur</u> December	ie dilu then,
Hold in the current file	s area6month(s)		
Transfer to local holding	g area, holdyear(
V	ds Center; hold $\underline{29\%}$ y	ear(s); then	
☐ Destroy. ☐ Transfer to State Archi	ves for permanent retention.		
☐ Other (Specify)	to pulliancing reconcion.		
			· · · · · · · · · · · · · · · · · · ·
		1	
NOTE: This amendme	nt application provid	es for the retention of the paper f	iles, instead
of retaining	the information on m	icrofilm. Since the copies of the	Certificates
Microfilming	of these documents.	eration copies, they are illegible has, therefore, been discontinued.	on microfilm.
		and, emercially been discontinued.	
	•	n .	•
These instructions apply to	all prior and future accumulat	tions of the series	1 "
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A land a		en e	Million of Transition against the granted stage in 1867 the last all in the second survey and the
Agency Head/Designee (Signa	ture) Date	Records Management Officer (Signature)	Date
Sol This	6 1-27-8	7 tool (de la par	a-
		para	
Recommendations in para-	The second secon	State Records Committee (Signature)	Date
graph 12 are approved.	State Auditor/Designee	1 Thatter	2-17-87
(If disapproved, attach letter	The state of the same of the s	1111	1.1.
of explanation.)	Secretary of State/Designee	Edward Welder	12/16/87
,	Attorney General/Designee		1/2/07
AR-50-71; Rev. 76	Attoritey General/Designee	(Reports Side)	HI DT
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APPLICATI	ON FOR RECORDS RETENTION SCHEDULE 850718-05	OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION
	Publication No. 76—RM—1 for instructions on completing the sand History, Records Management Division, 330 Capitol Section.	
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Office of Comptroller General State Fire Marshal's Office Manufactured Homes Div., Floyd Bldg.	Application Number 73-/39-A
Application Number	No. 2 Martin Luther King Jr. Dr., Room 620 West Tower. Atlanta, Georgia 30334	JUL 1 8 1985 JUL 2 9 1985
2. Person to Contact	Working Title Discoton Manufactured Names Divis	Telephone Number
Pete Paulsen 3. Action Requested	Director, Manufactured Homes Divis	ion 656-2064
b. Dispose of present acc. Management Application 1 4. Dates of Series	Schedule; record will continue to accumulate. cumulation; no further accumulation anticipated. 3-13 No. 73-139-A Check One: D Change; Dependence S. Records Series Title (followed by title used in office; if different continuous contents are contents as a content of the contents are contents.	le; □ Void
Earliest Latest [968] Present	Certificate of Compliance Files	
out of state and are mobile home dealers of-state manufacture manufactured home manufactured the	e the construction of manufactured homes th offered for sale in Georgia. To license, and manufacturers in the State of Georgia. rs. Reviews all plans and specifications, nufacturers. Assists plant personnel in coe Fire Safety Laws. Issues Code Certificat tors mobile home complaints made by consume alers.	inspect, and monitor the To inspect and monitor out- and test data submitted by rrecting production proced- ion Decals to mobile home
7. Record Series Description	This file contains the following documents (include form nu Attach samples of the file.	mbers and titles, if any):
Documents relating to:	Certificate of Compliance with the Federa	l Regulations.
Included are:	This form is used to indicate the type of design and various information. There is due to the fact that some manufacturers u	not a Standard form number
English Commence	and the same	
File is arranged:	Alphabetically by manufacturer.	٠.
8. Monthly Reference Rate	How often are records referred to which are:	Stanforman and the same and the side of the same and the same side of the

One to six months old __Twice__; Seven to twelve months old _Twice__; Thirteen to twenty-four months old _Zero__

(Over)

; Shelves ____; Other (specify) _

6

twenty-five months and older Zero ?

AR-50-71; Rev. 76

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____;

2.

3.

<u> </u>	If not, where is	sit?			
V	b. Does the series	contain confide		n requiring security handling? If yes, cite law or regu	ŧ
Ŷ	c. Is this a vital re	cord?			
X			or long term rese	earch value?	100 mm
	e. When one or tv	vo documents i	n the file make it	necessary to keep the entire file for a long period, co	uld these
X	documents be :	scheduled separ	ately?		
X	f. Is the informat	ion contained i	n this series ever s	published? If yes, attach copy.	
X	g. Is the informat		n this series ever a	analyzed and/or recorded in a summarized report?	
	h. Is there a dupli		eries in your offic	e, or in another office or agency?	
X	i		· · · ·		
X	í		-	microfilmed?	
	i. Does the record	=	·	" 	
11. Reten	tion Requirements	The	e following requir	res the series to be kept:	•
a St	ate Law	0	years.	d. Audit period	0 vears
	atute of limitation	0	Vears	e. Administrative need	0 years. 0 years.
	deral law	30	years.	f. Federal retention instructions	0 vears.
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Fede para the	agraph 3282.362	Manufacture (ii)(d), a	ed Home Proce attached. T	edural and Enforcement Regulation, S he permanent record file shall be av fe of a manufactured home has been e	ailable during
12. Apor	oved Disposition Instr	uctions Thi	is agency recomm	nends that the file series be cut off at the end of each:	
			Calendar Year:	☐ Fiscal Year; 🏹 Other	then.
C) Tr C) De D Tr CM On M	and	ds Center; hold ves for permane microfilm	in current		y
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ı neşt	instructions apply to	ан ргнуг апа п	uture accumulatio	The of the series.	7-16-85
Agency H	ead/Designee (Signa	ture)	Date	Records Management Officer (Signature)	7-76-83 Date
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1110	1 ausen		5-31-85	1 you Once	6-24-85
		• • • • • • • • • • • • • • • • • • • •		State Records Committee (Signature)	Date
	ndations in para-			10 1	-//
_	are approved.	State Audi	itor/Designee	1 Now Walnet	17/25/45
(if disappi of explana	roved, attach letter ation.)	Secretary of	State/Designee	Garage Miles	7/27/6-
gar i series de				1 may mark	1/21/01
		Attorney Ge	eneral/Designee	live Illian - L	Thilles
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OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling S	Section.	•
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Office of Comptroller General	Application Number
	State Fire Marshal's Office	73-139-A
Application Number	Manufactured Homes Division	Date Received Date Completed
zwpnoston nomen	Floyd Bldg., West Tower, Room 620	JAN 4 1984 MAR 1 3 1984
	200 Piedmont Ave., Atlanta, GA 30334	
2. Person to Contact	Working Title	Telephone Number
Pete Paulsen	Director, Manufactured Homes Divis	ion 656-2064
3. Action Requested		
·	Schedule; record will continue to accumulate.	•
	cumulation; no further accumulation anticipated.	
1	No73-139-A Check One: ☑ Change; ☐ Superce	
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if de	merent)
Present	Certificate of Compliance Files	
6. Division and Office Function	,	· · ·
	niform Standards Code for Factory Manufactu	
	se the construction of manufactured homes	
	e offered for sale in Georgia. To license,	
	and manufacturers in the State of Georgia	
	ers. Reviews all plans and specifications anufacturers. Assists plant personnel in c	
	he Fire Safety Laws. Issues Code Certifica	
_	itors mobile home complaints made by consur	
manufacturers and d		To again the manufactured nome
7. Record Series Description	This file contains the following documents (include form no	umbers and titles if anyl:
iterate dettes pesociholosi	Attach samples of the file.	
Documents relating to:	Certificate of Compliance with the Federa	al Regulations.
	The Course of th	
Included are:	This form is used to indicate the type of	
	design and various information. There is	
	due to the fact that some manufacturers	use affrent forms.
· ·		•
•		·
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File is arranged:	Alphabetically by manufacturer.	
8. Monthly Reference Rate	How often are records referred to which are:	
<u> </u>	ice ; Seven to twelve months old Twice ; Thirteen	to twenty-four months old Zero
twenty-five months and olde		to theirty rout months one
9. Annual Rate of Accumulation	on of Records	
Letter-size drawers	: Legal-size drawers 6; Shelves	Other (specify)
AR-50-71: Rev. 76	(Over)	

YES NO 10. Questionnaire	(Place an "X" in the proper of	olumn) '/ c -~	
v a. Is this the office	ial copy of the series?	•	•
b. Does the series		on requiring security handling? If yes, cite law or regu	ilation.
X	<u> </u>		
	cord? have historical or long term res	earch value?	
e. When one or tv	vo documents in the file make it	t necessary to keep the entire file for a long period, co	
		published? If yes, attach copy.	
a le the informat	•	analyzed and/or recorded in a summarized report?	
If yes, attach o	DDY.	<u> </u>	
h. Is there a dupli	cation of this series in your offi	ce, or in another office or agency?	
	r a maior portion of it) regularly	/ microfilmed?	
X L Does the record	series result in a computer pri	ntout?	
11. Retention Requirements	յի ne tollowing requi	ires the series to be kept:	0
a. State Law		d. Audit period	O years.
b. Statute of limitation c. Federal law	30 years.	e. Administrative need f. Federal retention instructions	years.
		1	
Attach copy or excerpt of I	aws or regulations. Explain adm	inistrative need.	L H
		edural and Enforcement Regulation, Su ne permanent record file shall be ava	
		fe of a manufactured home has been es	
30 years.			
12. Approved Disposition Instr	uctions This agency recomm	mends that the file series be cut off at the end of each	
• • • • • • • • • • • • • • • • • • • •	☐ Calendar Year;	☐ Fiscal Year; ☑ Other Cut off each June a December.	ndthen,
A Hold in the current file:	s area6month(s)		
☐ Transfer to local holdin	g area, holdyear(s	s); then	
Ö Transfer to State Recor Ŏ Destroy.	ds Center; hold <u>29 1/2</u> ye	ear(s); then	
• •	ves for permanent retention.	1	
☐ Other (Specify)			
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These instructions apply to	all prior and future accumulati	ions of the series.	
Agency Head/Designee (Signa	ture) Date	Records Management Officer (Signature)	Date
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11 Me 1 ampan	1/22/85	I'M CUMMINA	12-30-83
Recommendations in para-		State Records Committee (Signature)	Date
graph 12 are approved.	State Auditor/Designee	1) mill Junell	3/9/84
(If disapproved, attach letter			161
of explanation.)	Secretary of State/Designee	Idward Weldon	3/2/84
	Attorney General/Designee	Some Museet	7-12-04
AR-50-71; Rev. 76	· · · · · · · · · · · · · · · · · · ·	(Reverse Side)	3-12-89



AR-50-71; Rev. 78

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address Comptroller General's Office Application Number Application Date State Fire Marshal's Office Mobile Home Division Floyd Building, West Tower, Sixth Floor 200 Piedmont Avenue Atlanta, Georgia 30334 Application Number Date Received Date Completed Atlanta, Georgia MAY 2 4 1983 Working Title Telephone Number 2. Person to Contact Administrator, Mobile Homes Division Pete Paulsen 656-2064 3. Action Requested ☐ Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated.
c. Manual Application No. 73-139-A Check One: Change; 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Certificate of Compliance Files What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function To administer The Uniform Standards Code for Factory Manufactured Movable Homes Act. To inspect and supervise the construction of mobile homes that are manufactured in and out of state and are offered for sale in Georgia. To license, inspect, and monitor the mobile home dealers and manufacturers in the State of Georgia. To inspect and monitor out-of-state manufacturers. Reviews all plans and specifications, and test data submitted by mobile home manufacturers. Assists plant personnel in correcting production procedures that violate the Fire Safety Laws. Issues Code Certification Decals to mobile home manufacturers. Monitors mobile home complaints made by consumers against mobile home manufacturers and dealers. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Certificate of Compliance with the Federal Regulations. Documents relating to: This form is used to indicate the type of appliances, the structural Included are: design and various information. There is not a Standard form number due to the fact that some manufacturers use different forms. Alphabetically by manufacturer. File is arranged: 8. Monthly Reference Rate How often are records referred to which are: One to six months old Twice ; Seven to twelve months old Twice; Thirteen to twenty four months old _____; twenty-five months and older__ 9. Annual Rate of Accumulation of Records 6 Letter-size drawers _ .; Legal-size drawers ; Shelves _; Other *(specify)*

		₹	Ŧ	<u> s</u>		in the second	use the second second
YES !	NO 1	0. Questionnaire	(Place an "X	" in the proper of	column)		**************************************
X		a. Is this the off	icial copy of the	series?			
-^ -		If not, where	A				
	\mathbf{x}	b. Does the serie	s contain confide		=	nandling? If yes, cite la	•
!	x T	c. Is this a vital	ecord?				
<u> </u>	x	d. Does this serie					بسیامی در بودی در در پر در
	,					ne entire file for a long p	eriod, could these
	X	documents be	scheduled separ	ately? s	المالية في المالية المالية	Matter Kamer 1	المستعدد العسم المستعدد المستع
<u> </u>	X	f. Is the informa	<u>ition contained i</u>	n this series ever	published? If yes a	Bach copy. (3:12	makering and the properties of the company of the properties of th
	\mathbf{x}	g. Is the informa	ition contained i	n this series ever	analyzed and/or raco	rded in a summarized re	port?
			copy.		ce, or in another office	re or agency?	and the second s
1	x	If yes, where?					
	<u> </u>	i, is this series (or a maior portio	n of it) regularly	v microfilmed?		
	X [i. Does the reco	rd series result in	a computer pri	ntout?		A CAMBELLAND AND AND AND AND AND AND AND AND AND
11. Re	rtentic	n Requirements	The ۾	e following requ	ires the series to be ke	ept:	
a.	State	Law	Ó	years.	d. Audit p	eriod	years.
		te of limitation	0	years.		strative neĕd	0 vears.
-		ral law	30	years.		retention instructions	^ ''
		•				1	*.
At	ttach d	opy or excerpt of	laws or regulation	ns. Explain adm	inistrative néed.	<u>. ei</u>	• • • • • • • • • • • • • • • • • • •
Fe	dera	l Register,	Mobile Hom	e Procedura	l and Enforcem	ent Regulation, S	Subpart H, para.
32	282	362 (ii)(d), a	ttached. T	he permane	nt récord file s	hall be available	duringathe life of
- of							years. Stemenical
<u></u> 91						· · · · · · · · · · · · · · · · · · ·	infile ent had sinds
							of each: (12) Endarte)
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3.1 14	EI		11:08 3. 10 L.T. 6 .	រៀបសម្រើធាតិ	Mitantāā miliet.		
					year(s); then		_ '
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	Dest				(a) (a) (k) (a)		•
	Tran	sfer to State Arch	ives for permane	nt retention.	1		
	Othe	r (Specify)			i		
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		. 1					
T	nese in	structions apply t	o all prior and fu	uture accumulati	ons of the series.		
Agency	/ Hear	/Designee (Signa	ture)	Date	Records Management	ent Officer (Signature)	Date
A	L					Tolyingture)	Date
Ne	Te	Nauls	m	5-13-83	1-/1/1	Cuilles	5-23-8
Remm	mend	ations in para-		<u> </u>	State Reco	ords Committee (Signat	ure) Date
		acions in para- approved.	State Audi	tor/Designee	1)	41	6-6-83
-		ed, attach letter	NAO	roi , Designes	1	- Commission of the second	Balance Northwest (1871) The Secretary of the composition of the Secretary S
of expl	• -	· ·	Secretary of	State/Designee	4 dward	Weldon	16/2/83
			7777		And the second s	The anti-MCM and American Security (1984) and Control (1994) and Contr	11.1.
		Months of the control	Attorney Ge	neral/Designee	fanse	Thayley	6-8-63
B-50-	71; R	ev. 76	The state of the s	A STORE OF THE STATE OF THE STA	Reprie Side	The second secon	Parister Step manuscrip entrap de tel·letation en 2 pareiro a paris en competitorio de la competitorio de la c



AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling 5	Section.	
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Comptroller General's Office	Application Number
	State Fire Marshal's Office	73-139-A
Application Number	Mobile Home Division	Date Received Date Completed
	7 Martin Luther King, Jr. Drive, SW	MAY 7 1982 MAY 1 7 1982
	Atlanta, GA 30334	
2. Person to Contact	Working Title	Telephone Number
Pete Paulsen	Administrator, Mobile Hor	me Division 2064
3. Action Requested		
	Schedule; record will continue to accumulate.	
· · · · · · · · · · · · · · · · · · ·	comulation; no further accumulation anticipated.	
	No73-139-A Check One: ☑ Change; ☐ Superced	
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if dif	Terent)
	Certificate of Compliance Files	
6. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?
	randra de la composición de la composi La composición de la	
inspect and supervise	form Standards Code for Factory Manufactured	1 Movable Homes Act. To
	the construction of mobile homes that are m for sale in Georgia. To license, inspect,	
	facturers in the State of Georgia. To inspect,	
	Reviews all plans and specifications, and t	
home manufacturers.	Assists plant personnel in correcting produc	tion procedures that
	ty Laws. Issues Code Certification Decals t	
	complaints made by consumers against mobile	
dealers.	· · · · · · · · · · · · · · · · · · ·	Tionic manufacturers and
	1	
7. Record Series Description	This file contains the following documents (include form nu. Attach samples of the file.	mbers and titles, if any):
Documents relating to:		l Dogulations
Dogomenta ratating to:	Certificate of Compliance with the Federal	regulations
Included are:	This form is used to indicate the type of	appliances, the structural
		not a Standard form number
•	due to the fact that some factories use di	
		•
File is arranged:	Alphabetically by manufacturer.	v. ·
• 1990 • 2000 • 300		
8. Monthly Reference Rate	How often are records referred to which are:	t a verticales. Techniques esta colores en enformat autocumo d'ant especiale — en élabola lighiques est es ca c
	wice; Seven to twelve months old Twice; Thirteen to	twenty-four months old
twenty-five months and older		The second secon
9. Annual Rate of Accumulation		
Letter-size drawers	on or nerords ; Legal-size drawers6; Shelves; (Other (specify)
<u>, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,</u>	· · · · · · · · · · · · · · · · · · ·	m according to the same 1.1.1 miles to the same same same and same same same same same same same same

(Over)

			4 3
YES NO 10. Questionnaire	(Place an "X" in the prop	er čolumn)	←
	cial copy of the series?	•	5
	s contain confidential informa	ation requiring security handling? If yes, cite law or re	•
x c. is this a vital r	ecord?		
x d. Does this serie	s have historical or long term	research value?	the state of the s
e. When one or t	wo documents in the file mak	ke it necessary to keep the entire file for a long period,	could these
X documents be	scheduled separately?	yer published? If yes, attach copy.	- The second of the second of
		ever analyzed and/or recorded in a summarized report?	4
X If yes, attach	CODY	and the second of the second of the second second of the s	
4 1	-	office, or in another office or agency?	
- 1 A63' AAIIGI GT		larly microfilmed?	
		printout?	
1. Retention Requirements		equires the series to be kept:	
a. State Law	Qyears.	d. Audit period	
b. Statute of limitation			
c. Federal law	30years.		O years.
•		,	
Attach copy or excerpt of	laws or regulations. Explain a	administrative need.	:
		ommends that the file series be cut off at the end of each ar; Fiscal Year; Other	then,
☐ Hold in the current file ☐ Transfer to local holdin ☐ Transfer to State Reco		ar; Fiscal Year; Other	then,
☐ Hold in the current file☐ Transfer to local holdin☐ Transfer to State Reco☐ Destroy.	Calendar Yea s area month(s) ng area, hold yea rds Center; hold <u>29</u>	ar; Fiscal Year; Other	then,
□ Hold in the current file □ Transfer to local holdin □ Transfer to State Reco □ Destroy	☑ Calendar Yea	ar; Fiscal Year; Other	then,
☐ Hold in the current file☐ Transfer to local holdin☐ Transfer to State Reco☐ Destroy.☐ Transfer to State Arch	Calendar Yea s area month(s) ng area, hold yea rds Center; hold <u>29</u>	ar; Fiscal Year; Other	then,
☐ Hold in the current file ☐ Transfer to local holdin ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch	Calendar Yea s area month(s) ng area, hold yea rds Center; hold <u>29</u>	ar; Fiscal Year; Other	then,
☐ Hold in the current file ☐ Transfer to local holdin ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch	Calendar Yea s area month(s) ng area, hold yea rds Center; hold <u>29</u>	ar; Fiscal Year; Other	then,
☐ Hold in the current file ☐ Transfer to local holdin ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch	Calendar Yea s area month(s) ng area, hold yea rds Center; hold <u>29</u>	ar; Fiscal Year; Other	:h:then,
☐ Hold in the current file ☐ Transfer to local holdin ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch	Calendar Yea s area month(s) ng area, hold yea rds Center; hold <u>29</u>	ar; Fiscal Year; Other	then,
☐ Hold in the current file ☐ Transfer to local holdin ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch	Calendar Yea s area month(s) ng area, hold yea rds Center; hold <u>29</u>	ar; Fiscal Year; Other	then,
☐ Hold in the current file☐ Transfer to local holdin☐ Transfer to State Reco☐ Destroy.☐ Transfer to State Arch	Calendar Yea s area month(s) ng area, hold yea rds Center; hold <u>29</u>	ar; Fiscal Year; Other	then,
☐ Hold in the current file ☐ Transfer to local holdin ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch	Calendar Yea s area month(s) ng area, hold yea rds Center; hold <u>29</u>	ar; Fiscal Year; Other	then,
☐ Hold in the current file ☐ Transfer to local holdin ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch	Calendar Yea s area month(s) ng area, hold yea rds Center; hold <u>29</u>	ar; Fiscal Year; Other	then,
☐ Hold in the current file ☐ Transfer to local holdin ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Archi ☐ Other (Specify)	Calendar Yea s area month(s) ng area, hold yea rds Center; hold <u>29</u>	ar; Fiscal Year; Other	then,
☐ Hold in the current file ☐ Transfer to local holdin ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify)	Calendar Years areamonth(s) ng area, holdyeards Center; hold 29 ives for permanent retention.	ar; Fiscal Year; Other	then,
☐ Hold in the current file ☐ Transfer to local holdin ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Archi ☐ Other (Specify) These instructions apply to	Calendar Years areamonth(s)ng area, holdyeards Center; hold 29ives for permanent retention.	The series of the series.	then,
☐ Hold in the current file ☐ Transfer to local holdin ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Archi ☐ Other (Specify) These instructions apply to	Calendar Years areamonth(s)ng area, holdyeards Center; hold 29ives for permanent retention.	ar; Fiscal Year; Other	then,
☐ Hold in the current file ☐ Transfer to local holdin ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify) These instructions apply to	Calendar Years areamonth(s)ng area, holdyeards Center; hold 29ives for permanent retention.	The series of the series.	then,
☐ Hold in the current file ☐ Transfer to local holdin ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Archi ☐ Other (Specify) These instructions apply to	Calendar Years areamonth(s)ng area, holdyeards Center; hold 29ives for permanent retention.	Piscal Year; Other	Date 5-7
☐ Transfer to local holdin ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Archi ☐ Other (Specify) These instructions apply to Agency Head/Designee (Signa Peta Poucla Recommendations in para-	Calendar Years areamonth(s) ng area, holdyeards Center; hold 29 ives for permanent retention. o all prior and future accumunture)	r; Fiscal Year; Other	then,
☐ Hold in the current file ☐ Transfer to local holdin ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify) These instructions apply to Agency Head/Designee (Signal Pete Founds Recommendations in paragraph 12 are approved.	Calendar Years areamonth(s)ng area, holdyeards Center; hold 29ives for permanent retention.	r; Fiscal Year; Other	Date
Transfer to local holding Transfer to State Recommendations in paragraph 12 are approved.	Calendar Years area month(s) years area, hold yeards Center; hold 29 ives for permanent retention. Ture) Date State Auditor/Designee	Piscal Year; Other	Date 5- 7-
Transfer to local holding Transfer to State Recommendations in paragraph 12 are approved.	Calendar Years areamonth(s) ng area, holdyeards Center; hold 29 ives for permanent retention. o all prior and future accumunture)	Piscal Year; Other	Date 5-7-



OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Office of Comptroller General	Application Number
7-1-80	SFMO-Mobile Homes Division	73-139-0
Application Number	7 M. L. K. Jr. Drive, Room 455	Date Received Date Completed
	Atlanta, Georgia 30334	AUG .1 2 1980 AUG 2 5 1980
2. Person to Contact	Working Title	Telephone Number
JoAnne Bryant	Secretary	656-2064
3. Action Requested	;	
	Schedule; record will continue to accumulate.	
	ccumulation; no further accumulation anticipated.	
c. 🛭 Amend Application		
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in o	rtice; it different)
Eur 1103¢	Certificate of Compliance Files	
		POWER TO LIVE 1 . 3
6. Division and Office Function	What is the function of the Division and the	Office in which this record series is created?
To administer the Fed	leral Mobile Home Construction and	Safety Standards and to inspect
and supervise the cons	struction of mobile homes produced	in Georgia. Issues HUD/GEO
labels to be placed on	all units to indicate they are built in	accordance with the Federal
Regulations.	•	_
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	The first state of the state of	I for any and Alaba Manager
7. Record Series Description	This file contains the following documents (include Attach samples of the file.	e torm numbers and titles, it any):
Documents relating to:		
_	oliance with the Federal Regulations	
00101110010 01 00111		•
Included are:		
This form is used	to indicate the type of appliances, tl	ne structural design and various
	e is not a Standard form number du	
use different forms		e to the fact that some factories
use different forms	•	•
-		
v 4		
File is arranged: Almhal	petically by manufacturer.	
Tilpha.	screarly by manaracturer.	
8. Monthly Reference Rate		
One to six months old $\frac{TW}{TW}$ twenty-five months and older	ice; Seven to twelve months old <u>Twice;</u>	Thirteen to twenty-four months old;
9. Annual Rate of Accumulation	on of Records	<u> </u>
Letter-size drawers	; Legal-size drawers; Shelves	; Other (specify)
	4	
AR-50-71; Rev. 76	(Over)	

x			lace art "X" in the proper to	olumn)	
		a. Is this the official ∞	opy of the series?		
	x		ain confidential information	requiring security handling? If yes, cite law or regula	ation.
X	1	c. Is this a vital record	7		A CONTRACTOR OF THE CONTRACTOR
	X	:	historical or long term rese	earch value?	
	Х	1	ocuments in the file make it	necessary to keep the entire file for a long period, could	ld these
	\mathbf{x}	!		oublished? If yes, attach copy,	
	X			analyzed and/or recorded in a summarized report?	
Hereka san s	ļ	If yes, attach copy.			
	Х	h. Is there a duplicatio	n of this series in your offic	e, or in another office or agency?	
	X			microfilmed?	The second secon
11	L.X.	L i. Does the record seri	· · · ·	touts.	and the second s
11.	neteni	rion vedaneug	i ne rollowing requir	es the series to be kept:	
			years.	•	years.
			years.	· ·	years.
	c. Fed	deral law	<u>5</u> years.	f. Federal retention instructions	years.
	A++ oah		or regulations. Evaluin admir		
,	ત્તા tdCΓ		or regulations. Explain admir	mou auve need.	
	Th	e National Mobile	Home Constructio	on and Safety Standards Act of 1974	
	Pu	ь. Ĺ 93-383. 42 I	U.S.C. 5401 et sec		ានសេចប្រាស់ ជា រំបស់ សេចប្រាស់ សេចប្រ សេចប្រាស់ សេចប្រាស់ សេចប្រាស់ សេចប្រាស់ សេចប្រាស់ សេចប្រាស់ សេចប្រាស់ សេចប្រ
<u>-</u> -		r		- <u>مستحد ترسیم</u> و <u>وجود آن منطق از مستحده بعد کشت کشت کا مستم کا نام کرد می در در</u>	
12.	Aporo	ved Disposition Instruction	- ·	ends that the file series be cut off at the end of each:	.an it fr
		•	🔼 Calendar Year; 🗆	Fiscal Year; Other	then,
	⊠ µ^	ld in the current files area	month(s)1	year(s): then	
			a, holdyear(s);		
		_	enter; hold4yea		
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		stroy.			•
	□ Tra	ansfer to State Archives fo	r permanent retention.		i de la companya de l
	□ Tra	•	or permanent retention.		
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	□ Tra	ansfer to State Archives fo	er permanent retention.	i e des la	
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	☐ Tra ☐ Otl	ansfer to State Archives for her (Specify)	.e. ; 	ing ing pagasantan beringan an anda Bering an antara an antara tang ing terlitik . Bering an antara an antara tang ing terlitik . Beringan a	i talaik intaka
	☐ Tra ☐ Otl	instructions apply to all p	orior and future accumulatio	on illum, in anti-seria di seria di secono	i i sala si la oriò sovici no lii esp
	☐ Tra ☐ Otl	instructions apply to all p	orior and future accumulatio	on illum, in anti-seria di seria di secono	i i sala si la oriò sovici no lii esp
Agen	These	instructions apply to all paddions in para-	prior and future accumulation Date 7/28/88	ons of the series. Records Management Officer (Signature)	Date 7-24-80
Agen Reco	These	instructions apply to all paddions in parage	orior and future accumulatio	ons of the series. Records Management Officer (Signature)	Date 7-24-80
Agen Reco graph (If di	These	instructions apply to all paddions in parage approved.	Date 7/28/88 State Auditor/Designee	ons of the series. Records Management Officer (Signature)	Date 7-24-80 Date 8-21-80
Agen Reco graph (If di	These	instructions apply to all paddions in parage approved.	prior and future accumulation Date 7/28/88	ons of the series. Records Management Officer (Signature)	Date 7-24-80 Date 8-21-80 8-19-80
Agen Reco graph (If di	These	instructions apply to all pad/Designee (Signature) ad/Designee (Signature) addations in para- re approved. Eved, attach letter tion.)	Date 7/28/88 State Auditor/Designee	ons of the series. Records Management Officer (Signature)	Date 7-24-80 Date 8-21-80

1

RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE DEPARTMENT OF ARCHIVES & HISTOR

GE	ORGIA RECORDS DISPOSITION STANDARD	RECORDS MANAGEMENT DIVISION				
2-9-73 2. Agency Application No.	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	Date Received Application No. Date Completed				
3. AGENCY, Division, Subdivision & Administering Office Address Mobile Homes Branch State Fire Marshal's Office		Paula Mont				
-	Comptroller General	5. Working Title 6. Tel. Wo. Steno II 2065	_			
7.ACTION REQUEST		POSE OF PRESENT ACCUMULATION:	200			

ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.

DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTIGIPATE

8.Earliest & Latest
Dates of Series
9/68 -- 12/71

7crm: AR-50-71

9 Exact Series Title
Certificates of Compliance (Forms FM57-B) Files

 0 . What is the function of the office in which this record series is created?

To administer The Uniform Standards Code for Factory Manufactured Movable Homes Act. To inspect and supervise the construction of mobile homes that are manufactured in and out of state and are offered for sale in Georgia. To license, inspect, and monitor the mobile home dealers and manufacturers in the State of Georgia. To inspect and monitor out of state manufacturers. Reviews all plans, specifications, and test data submitted by mobile home manufacturers. Assists plant personnel in correcting production procedures that violate the Fire Safety Laws. Issues Code Certification Decals to mobile home manufacturers. Monitors mobile home complaints made by consumers against mobile home manufacturers and dealers.

- 11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).
 - Documents relating to certifications of compliance with the Uniform Standards Code by Manufacturers of Mobile Homes.
 - 2. The files include Certificate of Compliance forms (FM 57-B). In late 1969 Certificate of Compliance Form FM 57-B replaced Form FM 57.
 - 3. The files are arranged:

 For Form FM 57 -- In numerical order by ascending even numbers beginning with number 10.

For Form FM 57-B -- In alphabetical order by name of mobile home manufacturer.

ATTACH SAMPLES OF THE FILE										
12. едитриент о	CHPIED	No. of Dravers	Cu. Pt. of Records		No. of Drawers Cu. Ft. of Rec		s Recorde			
Letter-mize F	ile Drawers	\$ 11 m		ARRUAL RATE OF ACCUMULATION	1		2	3		
Legal-size Fi	le Drawers	2	4	Ficor Space Occupied (Square Feet)	In off	ice(m)	In Storag	e Area(s)		
			, start		This Year's	Last Year's	Preceding Year's			
			j	AVERAGE DATLY REFERENCES	۱ ,	_	, '	_		

QUESTIONNAIRE Place on "x" in the proper column. If answer is "YES," please explain	YES NO
13. Is this the Record Copy of the series?	
14. Is there a duplication of this series in another office or agency?	(i (X)
15. Is the information contained in this series ever summarized or published?	
Attach copy of summary or publication. 16. Does the series contain classified information requiring security handling?	
17. Does the series initiate, amend or terminate agency policies and procedures?	
18. Could the function be performed if the files were lost or destroyed?	[] [
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	
20. Does the record series provide data as input to an EDP file?	
21. Does the record series contain documentation produced as EDP printout?	
22. Has the Federal Government issued instructions governing the retention/disposition of these files?	
23. Will there be a need for these records 10, 15 years from now? If yes, what?	⋈ []
24. REQUIREMENTS. The following requires the files to be kept 30 years:	
a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e. MADMINISTRATIVE f.[]HIS LAW LIMITATION PERIOD LAW DECISION VAI (Cite Law, Statute, or other reason for the retention requirement) Certificates of Compliance are issued to each mobile home constructed record indicating that these units were built in compliance with our to be kept for the protection of the consumer during the lifetime of 25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off a	d. A laws needs the unit.
[Hold in the current files area month(s)/_l _year(s): Transfer to [State Records Center [] Local Holding Area; hold _29 _year Destroy. Transfer to State Archives for permanent retention. Destroy immediately after cut-off. Other: (Specify)	1
(Indicate briefly rationale for recommendations above/or write additional remo	ırks):
condo Margament Officen (Cimature V Date	
ecords Management Officer (Signature) Date The Chilleson Al 2/14/73 OTHER REQUIRED SIGNATURES	DATE
6. Recommendations Agency Head/Designee in paragraph 25 [A] Approved [] Disapproved	2/15/23
are: State Auditor/Designee [1] Approved [] Disapproved	3.7-73
STATE RECORDS Secretary of State/Designee Carroll / Land	3/6/77
Attorney General/Designee [Approved [] Disapproved LINT Approved Appr	3-7-73